

LOCAL EMERGENCY RESPONSE
<p>First response is critical and must be achieved by local response agencies using resources already in the community, including the activation of existing mutual aid agreements. The Chief Elected Officials' role is policy-making not operational. <i>Actions to take:</i></p>
<input type="checkbox"/> Start and maintain a personal event log; include date, time, persons reporting, key information, factors weighed, and decisions reached.
<input type="checkbox"/> Implement local emergency plan
<input type="checkbox"/> Provide public warnings
<input type="checkbox"/> Activate local EOC
<input type="checkbox"/> Notify County EMA Director (see back for address and phone) of : ✓EOC Activation ✓Status of Emergency
<input type="checkbox"/> Notify Town's Legal Advisor of the Situation
<input type="checkbox"/> Designate a single Public Information Officer
<input type="checkbox"/> Remind staff to keep complete logs of actions, financial records, and calls
<input type="checkbox"/> Mobilize community resources
<input type="checkbox"/> Gather situation reports
<input type="checkbox"/> Assess immediate needs for: ✓Evacuation ✓Shelter ✓Emergency Feeding ✓Medical Care ✓Law Enforcement & Security ✓Other Emergency Units ✓Road/Street Clearance
<input type="checkbox"/> Evaluate Need for Outside Assistance
<input type="checkbox"/> Notify County EMA Director of : ✓Status of Emergency ✓Unmet Needs
<input type="checkbox"/> Notify:

<ul style="list-style-type: none"> ✓Amateur Radio ARES/RACES Groups ✓American Red Cross Chapter ✓County Sheriff ✓Volunteer Groups ✓Social Service Agencies ✓Local Hospital
MAJOR DISASTER ASSISTANCE
<p>If the required response exceeds local resources and capabilities, you may need to request state or federal aid. <i>Steps to document your request:</i></p>
<input type="checkbox"/> Mark a map of the community to show damage sites and types of damage.
<input type="checkbox"/> Estimate damages to public facilities, and the cost of public personnel services in the repair and clean up in these categories: ✓Debris Removal ✓Emergency Measures ✓Roads/Streets/Bridges/Culverts ✓Water Control Facilities ✓Public Buildings ✓Private Nonprofit Facilities ✓Other, such as Parks & Recreational
<input type="checkbox"/> Identify the effects of damage on people and delivery of essential public services, determine: ✓Number dead, injured, missing, homeless ✓People needing shelter, food or clothing ✓Number in shelters ✓Number evacuated
<input type="checkbox"/> Collect information at the Town Office to determine damages to: ✓Private residences ✓Business and industry ✓Farms ✓Schools ✓Hospitals, nursing homes
<input type="checkbox"/> Report this information to your County EMA Office via Maine Damage Assessment Form 7. Report severe damages as soon as you know of them, even if you cannot make a good cost estimate. This will alert County and State officials that a major problem exists in your community.
<p><i>Failure to provide damage assessment information in a timely manner</i></p>

<p><i>may have a negative impact on the State's request for Federal Assistance.</i></p>
<input type="checkbox"/> Request State/Federal Assistance through the County EMA Director
<input type="checkbox"/> Photograph as much damage as possible, for documentation
<input type="checkbox"/> Maintain records of labor, equipment and materials used in disaster response
GOVERNOR'S PROCLAMATION
<p>The Governor carefully monitors damage reports and requests for assistance transmitted through County EMAs to the State (MEMA). When it appears that the event is beyond the capability of local governments to respond to it, the Governor may declare a State of Emergency. This Proclamation releases State resources to the local level.</p> <p>These resources include, but are not limited to, the Maine State Police, National Guard, and Department of Transportation. The Maine Emergency Management Agency coordinates state response through the State Emergency Operations Center.</p>
PRESIDENTIAL DECLARATION
<p>If a catastrophe is beyond state and local capabilities and resources for effective response, the Governor may ask the President to declare a major disaster. <i>This request will be based on Form 7 Damage Assessment information submitted by local officials through the County EMA office.</i></p> <p>A Presidential Disaster Declaration will make extensive federal aid available. It also imposes special obligations on state and local officials.</p>
SEQUENCE OF EVENTS
<p><i>Disaster occurs</i></p>
<input type="checkbox"/> Activate local EOC
<input type="checkbox"/> Implement local EOP
<input type="checkbox"/> Assess damages

- ☐ Request assistance
- ☐ Participate with Federal/State/Local Preliminary Damage Assessment
- ☐ Receive notice of Presidential Declaration of Disaster
- ☐ Meet with State and Federal EMA representatives at a Public Officials Briefing to complete a Notice of Interest Form for federal assistance
- ☐ Provide space for Disaster Application Center (DAC) if needed
- ☐ Provide representative at DAC
- ☐ Designate members of damage survey team to accompany State and Federal damage inspectors to develop Damage Survey Reports (DSR's)
- ☐ Receive Approved Project Application
- ☐ Maintain required documentation
- ☐ Complete approved disaster work within time allowed
- ☐ Send Small Project Summary Certification Form to MEMA's Business Manager
- ☐ Send complete documentation for large projects and request final inspections
- ☐ Receive final payment
- ☐ Have audit performed

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MAINE EMERGENCY MANAGEMENT AGENCY
(207) 287-4080

**STATE of MAINE
LOCAL OFFICIALS**

**DISASTER
RESPONSE**

CHECKLIST